



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: Financial and Business Solutions (FABS)

FSC GROUP: 520

CONTRACT NUMBER: GS-23F-051BA

CONTRACT PERIOD: July 21, 2014 to July 20, 2019

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at www.gsa.gov

CONTRACTOR:

Advanced Management, Inc.
1031 E Saginaw St
Lansing, MI 48906
Phone number: 517-487-1003
Fax number: 517-487-1129
www.advmanage.com
voketz@advmanage.com

CONTRACTOR'S ADMINISTRATION SOURCE:

Dennis W. Voketz

BUSINESS SIZE:

SBA Certified Small Disadvantaged Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
520 11	Accounting
520 15	Outsourcing Recurring Commercial Activities for Financial Management Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES:

SIN	Service Proposed	Unit of Issue	Prices offered to GSA
520 11 520 15	Accountant	per hour	\$47.86
520 11 520 15	Accounting Assistant	per hour	\$23.93
520 11 520 15	Project Manager/Owner	per hour	\$95.72
520 15	Billing with Coding	per client receipt	9.94%
520 15	Billing Without Coding	per client receipt	5.74%

SCA Eligible Contract Labor Category	SCA Equivalent Code and Title	WD Number
Accounting Assistant	01011 - Accounting Clerk I	2005-2275

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”

2. MAXIMUM ORDER*: \$1,000,000

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. **POINT(S) OF PRODUCTION:** 1031 E Saginaw St
Lansing, MI 48906
6. **DISCOUNT FROM LIST PRICES:** 5-6%; Prices shown are GSA Net, discount deducted.
7. **QUANTITY DISCOUNT(S):** N/A
8. **PROMPT PAYMENT TERMS:** Net 30 days
- 9a. **Government Purchase Cards must be accepted at or below the micro-purchase threshold.**
- 9b. **Government Purchase Cards are accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** N/A
- 11a. **TIME OF DELIVERY:** Determined on task order level.
- 11b. **EXPEDITED DELIVERY:** Contact contractor
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact contractor
- 11d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** 1031 E Saginaw St
Lansing, MI 48906
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. **PAYMENT ADDRESS:** 1031 E Saginaw St
Lansing, MI 48906
15. **WARRANTY PROVISION:** SCW
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A**
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A**
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**
- 24b. Section 508 Compliance for EIT: N/A**
- 25. DUNS NUMBER: 117263715**
- 26. Contractor has an active registration in the SAM database.**

Meet Advanced Management's Founder and President...

Dennis W. Voketz

Worked for Farm Bureau Services as Chief Accountant overseeing general accounting. Promoted to Systems Manager and was instrumental in designing accounting systems for the central computer applications.

1969

Worked for several years at a computer service bureau, Compulink Corporation. Promoted to President with the responsibility of developing custom computer systems for clients. Some of the processing was as follows:

- Accounting systems
- Government elections
- State of Michigan (MSHDA) loan processing
- Also set up an office in St Paul MN for the State of Minnesota loan processing
- State of Michigan first lottery on our computer
- Billing for nursing homes

1981

Established a company to provide physician billing for several Emergency Physician Groups in several states.

1983

Started my own company providing business management, accounting, and medical billing services.

1986

Purchased a Dunhill Personnel franchise and placed hospital pharmacists throughout the United States.

1989

Was president of Occupational Medical Associates PC (OMA; OMA was a center for occupational health, providing medical services for injured workers as well as physical exams).

Advanced Management Inc was established in 1989 to continue to provide business management, accounting and medical billing services. We are currently providing service for a diverse group of clients; physicians, home builders, restaurants, consultants and others.

Let us do what we do best so that you can do what you do best.

Job Descriptions

Position: Project Manager/Owner

Position Summary

- The project Manager/Owner will manage all aspects of the operation of the company. Interface with the client as their project or business manager. Perform special analysis for the clients of Advanced Management, Inc. (AMI)

Duties and Responsibilities

- Responsible for overseeing or providing all accounting functions. This will include but is not limited to: Payroll, Accounts Payable, Accounts Receivable, Job Costing, General Ledger, Financial Statements and Special Reporting.
- Responsible for overseeing Medical Billing functions. This will include but not limited to: Coding, Data Enter, Cash Posting. Rejections, Rebilling, Accounts Receivable and Reporting.

Desired Qualifications

Education: High School Diploma required. Must have College Bachelor's/Master's Degree or equivalent work experience.

Knowledge, Skills and Abilities: Must have extensive knowledge of accounting, medical billing and business principals.

Physical Requirements

- Sitting at computer terminal 75-80% of time
- Lifting of boxes and files weighing up to 10-20 pounds.
- Coordination to take/make phone calls and to work simultaneously on the computer.
- Administrative work with direct contact with employees and clients.

Position: Accountant

Position Summary

- The accountant will perform all accounting tasks to ensure accurate reporting for systems for the clients of Advanced Management, Inc. (AMI)

Duties and Responsibilities

Responsible for providing all accounting functions. This will include but is not limited to:

- Payroll:
 - a. Enter new employees and maintain employee master files.
 - b. Enter hours from time cards
 - c. Print payroll data entry audit report
 - d. Print deduction register
 - e. Print checks
 - f. Print check register
 - g. Print Federal 941 report
 - h. Transmit 941 taxes to the Federal Government
 - i. Prepare check to deliver to the client
 - j. Post net payroll and federal 941 tax amount to the bank ledger
 - k. File all reports
- Accounts payable:
 - a. Enter and update vendors
 - b. Enter invoices
 - c. Print cash requirements report
 - d. Review cash requirements with client
 - e. Print checks
 - f. Print check register
 - g. Prepare checks for mailing
 - h. Post total from the check register to the bank ledger
 - i. Mail checks
 - j. File all reports
- Accounts receivable:
 - a. Enter sales
 - b. Print invoices
 - c. Print sales report
 - d. Mail or fax invoices
 - e. File all reports
- Job costing:
 - a. Prepare sworn statement for client
 - b. Update sworn statement with project cost
 - c. Print sworn statement
- General ledger:
 - a. Enter month end journal entries
 - b. Print Profit and Loss, Balance Sheet and detailed General Ledger
 - c. Review all statements
 - d. Deliver statements to the client

Desired Qualifications

Education: High School Diploma required. Work requires knowledge of accounting or business principles and practices generally obtain through some college course work. Associates degree or higher required.

Experience: Work requires 1-2 years related accounting experience in general accounting and business principals.

Knowledge, Skills, and Abilities:

- Data entry skills
- Ability to type 40-45 wpm.
- Accounting terminology
- Oral Communication.
- Working knowledge and their applications to the related field.
- Customer service and interpersonal skills
- Must work independently after orientation and training
- Must have the ability to manage multiple functions and prioritize to meet deadlines.
- Must have the ability to interact positively and with confidence with all types of personal.
- System experience to include accounting software and Windows programs such as Excel, Access, and Word.

Physical Requirements

- Sitting at computer terminal 75-80% of time
- Lifting of boxes and files weighing up to 10-20 pounds.
- Coordination to take/make phone calls and to work simultaneously on the computer.
- 20-25% walking/moving, standing.
- Office work with possible direct contact with employees and clients.

Position: Accounting Assistant

Position Summary

- The accounting Assistant will perform all accounting tasks to ensure accurate reporting for systems for the clients of Advanced Management, Inc. (AMI)

Duties and Responsibilities

Responsible for providing all accounting functions. This will include but is not limited to:

- Payroll:
 - a. Enter new employees and maintain employee master files.
 - b. Enter hours from time cards
 - c. Print payroll data entry audit report
 - d. Print deduction register
 - e. Print checks
 - f. Print check register
 - g. Print Federal 941 report
 - h. Transmit 941 taxes to the Federal Government
 - i. Prepare check to deliver to the client
 - j. Post net payroll and federal 941 tax amount to the bank ledger
 - k. File all reports
- Accounts payable:
 - a. Enter and update vendors
 - b. Enter invoices
 - c. Print cash requirements report
 - d. Review cash requirements with client
 - e. Print checks
 - f. Print check register
 - g. Prepare checks for mailing
 - h. Post total from the check register to the bank ledger
 - i. Mail checks
 - j. File all reports
- Accounts receivable:
 - a. Enter sales
 - b. Print invoices
 - c. Print sales report
 - d. Mail or fax invoices
 - e. File all reports
- Job costing:
 - a. Prepare sworn statement for client
 - b. Update sworn statement with project cost
 - c. Print sworn statement
- General ledger:
 - a. Enter month end journal entries
 - b. Print Profit and Loss, Balance Sheet and detailed General Ledger
 - c. Review all statements
 - d. Deliver statements to the client

Desired Qualifications

Education: High School Diploma required. Work requires knowledge of accounting or business principles and practices generally obtain through some college course work. Some college or Associates degree.

Experience: Prefer one year related accounting experience in general accounting and business principals.

Knowledge, Skills, and Abilities:

- Data entry skills
- Ability to type 40-45 wpm
- Some Accounting terminology
- Oral Communication
- Customer service and interpersonal skills
- Must work independently after orientation and training
- Must have the ability to interact positively and with confidence with all types of personal
- System experience to include accounting software and Windows programs such as Excel, Access and Word

Physical Requirements

- Sitting at computer terminal 75-80% of time
- Lifting of boxes and files weighing up to 10-20 pounds
- Coordination to take/make phone calls and to work simultaneously on the computer.
- 20-25% walking/moving, standing
- Office work with possible direct contact with employees and clients

Position: Medical Billing Specialist

Position Summary

- The Medical Billing Specialist (MBS) will perform billing and collection tasks to ensure recovery of all professional charges provided by clients of Advanced Management, Inc. (AMI)

Duties and Responsibilities

Responsible for coordination of the account receivable process: This will include but is not limited to:

- Each MBS will be responsible for an assigned portion of the entire Account Receivable. This will also include self-pay accounts.
- Will run electronic and paper bills according to billing schedule
- Review of paper HCFA 1500 claim forms and processing to be sent to respective carrier.
- Front end edits will be reviewed and worked after each bill run through Networks. Each MBS will be required to work their assigned claims in Networks daily.
- Will work all paper rejections received by US mail daily to follow-up on third party denials.
- Follow-up will include making any system changes in Networks or Nterprise (Front end edits) or other clearing houses, phone calls to patients and or insurance companies.
- Will answer incoming phone calls from insurance companies and patients for any medical billing client of AMI
- Set's up payment arrangements for self-pay balances according to the established credit policy.
- Greeting in-person patients to answer questions, and take payments.
- Process Hardship forms for patients. This includes explaining Hardship program to patient's, mailing out Hardship Application, receiving applications, submit to Billing Supervisor.
- Will understand AiR reporting processes to effectively answer questions and supply data to clients of Advanced Management Inc.
- Consult and advise Billing Supervisor, President of AMI, of AMI, of any billing problems and initiate plans for solving problems.
- Will have understanding of the cash-posting process, Data Entry procedures, and the multi-line phone system in case of staff shortages.
- Will obtain phone messages left during non-working hours according to schedule. This will include investigating and resolving any billing issues.
- Assists other to develop their knowledge of responsibilities.
- Ability to work efficiently and effectively.
- Will report billing/collection complaints to Billing Supervisor.
- Will complete project or assignments as directed by the Billing Supervisor and or the President of AMI.

Desired Qualifications

Education: High School Diploma required. Work requires knowledge of accounting or business principles and practices generally obtain through some college course work.

Experience: Work requires 1-2 years related medical billing experience to acquire in applying general accounting and business principals. Knowledge of insurance billing and collection procedures, including CPT and ICD-9 coding, cash posting procedures.

Degrees, Licensure, and/or certification: Medical billing certification and or training desired.

Knowledge, Skills, and Abilities:

- Data entry skills
- Ability to type 40-45 wpm.
- Medical terminology
- Oral Communication
- Knowledge of Medicare, Medicaid and Blue Cross Blue Shield billing requirements.

- Working knowledge and their applications to the related field
- Customer service and interpersonal skills
- Must work independently after orientation and training
- Must have the ability to manage multiple functions and prioritize to meet deadlines.
- Must have the ability to interact positively and with confidence with all types of personal (including Physicians, Patients and Management)
- System experience to include patient accounting software and Windows programs such as Excel, Access, and Word

Physical Requirements

- Sitting at computer terminal 75-80% of time
- Lifting of boxes and files weighing up to 10-20 pounds
- Coordination to take/make phone calls and to work simultaneously on the computer.
- 20-25% walking/moving, standing
- Office work with possible direct contact with patients' families, physicians and insurance companies

Position: Medical Coder

Position Summary

- This position is responsible for assigning diagnosis and procedure codes using ICD-9 and CPT coding systems; reviewing charts and assuring coding accurately reflects the level of service provided and for providing immediate feedback to appropriate physician and support staff.

Duties and Responsibilities

Responsible for coordination of the medical coding process: This will include but is not limited to:

- Evaluates Medical Record documentation to optimize reimbursement by ensuring that diagnostic and procedural codes and other documentation accurately reflect and support the visit.
- Interprets medical information such as diseases or symptoms, and diagnostic descriptions and procedures for a given visit in order to accurately assign and sequence the correct ICD-9-CM and CPT codes.
- Provides technical guidance to physicians and other departmental staff in identifying and resolving issues or errors, such as:
 - a. Incomplete or missing records and documentations
 - b. Ambiguous or nonspecific documentation, or codes that do not conform to approved coding principles/guidelines
- Reviews bulletins, newsletters and periodicals, and attends workshops to stay abreast of current issues, trends, and changes in the laws and regulations governing medical record coding and documentation
- Completes addendums according to established addendum schedule and reports any delinquent addendums to Billing Supervisor and President of AMI
- Develop understanding of Data Entry and Billing process
- Minimize the risk of fraud and abuse, and optimize revenue recovery.
- Assists other to develop their knowledge of responsibilities.
- Ability to work efficiently and effectively.
- Will complete project or assignments as directed by the Billing Supervisor and or the President of AMI.

Desired Qualifications

Education: High school diploma required. College courses in medical terminology, medical billing, anatomy and physiology referred.

Experience: Work requires 1-2 years related medical coding experience to acquire in applying general accounting and business principals, knowledge of insurance billing and collection procedures, including CPT and ICD-9 coding.

Degrees, Licensure, and/or certification: Possession of AAPC certification required.

Knowledge, Skills, and Abilities:

- Data entry skills
- Ability to type 35-40 wpm.
- Medical terminology
- Oral Communication
- Knowledge of Medicare, Medicaid, and Blue Cross Blue Shield coding requirements.
- Customer service and interpersonal skills
- Must work independently after orientation and training
- Ability to research and analyze data
- Must have the ability to manage multiple functions and prioritize to meet deadlines.
- Must have the ability to interact positively and with confidence with all types of personal (including Physicians and Management).

- System experience to include patient accounting software and Windows programs such as Excel, Access, and Word.

Physical Requirements

- Sitting at computer terminal 75-80% of time
- Lifting of boxes and files weighing up to 10-20 pounds
- Coordination to take/make phone calls and to work simultaneously on the computer
- 20-25% walking/moving, standing.
- Office work with possible direct contact with patients' families, physicians, and insurance companies